

D3725
1.992
Copy 4

JOHN DE LA HOWE SCHOOL



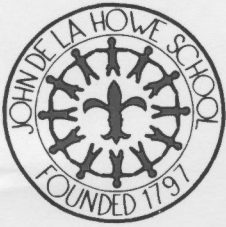
ANNUAL REPORT 1991-1992

Printed Under The Direction Of The
State Budget And Control Board

S. C. STATE LIBRARY

MAY 1 5 1998

STATE DOCUMENTS



John C. Shiflet, Jr.
Superintendent

State of South Carolina
John de la Howe School
Route 1, Box 154
McCormick, South Carolina 29835-9721



Phone: 803-391-2131
FAX: 803-391-2135

October 8, 1992

The Honorable Carroll A. Campbell, Jr.
Governor, The State of South Carolina
The State House, 1st Floor, West Wing
Post Office Box 11369
Columbia, South Carolina 29211

Dear Governor Campbell:

As Chairman of the John de la Howe School Board of Trustees, I take great pride in submitting on behalf of all Trustees the 1991-92 Annual Report for John de la Howe School.

As one reads this Annual Report, the dedication of the staff of John de la Howe School is clearly represented by their responsiveness to the needs of children and families in South Carolina. Existing programs are constantly updated, and new programs created to ensure that proper services are delivered. All is done with a fiscal integrity and responsibility unmatched in our State's government.

The entire John de la Howe School family joins me in expressing appreciation to you and the members of the General Assembly for your commendable leadership and support.

Sincerely,

F. E. Grier, Chairman
Board of Trustees
John de la Howe School

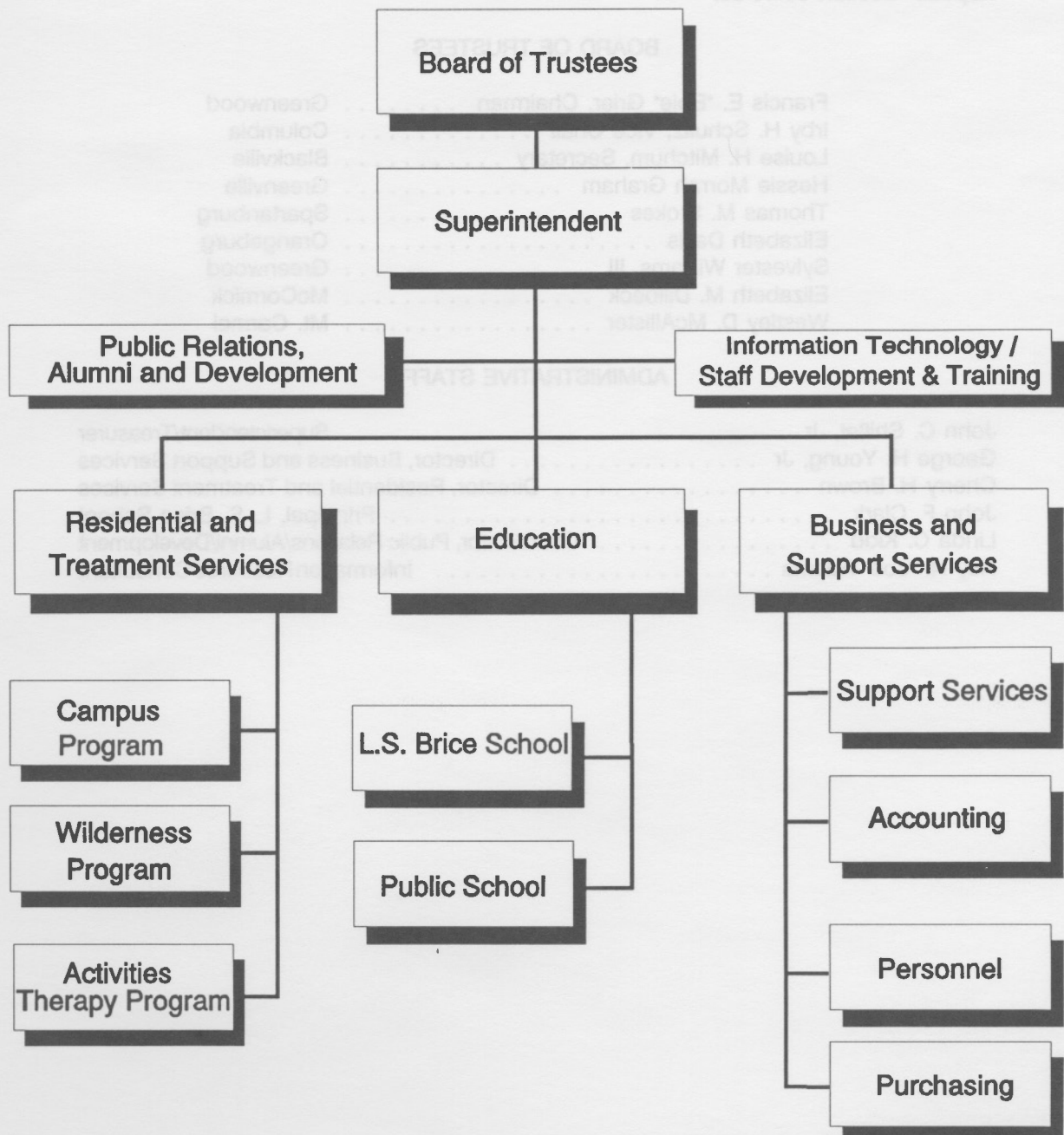
:mbs

TABLE OF CONTENTS

Letter of Transmittal	1
Table of Contents	2
Organizational Chart	3
Statutory Authority	4
Board of Trustees	4
Administrative Staff	4
Historical Statement	5
Department Reports:	
Administration	6
Public Relations, Alumni and Development	7
Information Technology/Staff Development and Training	8
Residential and Treatment Services	9
Campus Program	10
E. F. Gettys Infirmary	12
McKissick Memorial Chapel	13
Activities Therapy Program	14
Wilderness Program	17
Education	20
Business and Support Services	22
Accounting Division	22
Personnel Division	23
Purchasing Division	23
Support Services Division	24
Financial Statement	26

John de la Howe School

Organizational Chart



STATUTORY AUTHORITY

1976 Code of Law 59-49-10. Establishment of John de la Howe School. There is hereby established under the provisions of this chapter an institution to be known as the John de la Howe School. History: 1962 Code 22-501; 1952 Code 22-501; 1942 Code 5480; 1932 Code 5676; Civ.C. '22-2757; 1918 (30) 803; 1937 (40) 216.

1976 Code of Law 59-5-140.

1976 Code of Law 43-130.

1985 Amendments: Sections 59-49-20, 59-49-60, 59-49-100, 59-49-110, and 59-49-150;
Repeal: Section 59-40-50.

BOARD OF TRUSTEES

Francis E. "Ebie" Grier, Chairman	Greenwood
Irby H. Schultz, Vice Chair	Columbia
Louise H. Mitchum, Secretary	Blackville
Hessie Morrah Graham	Greenville
Thomas M. Stokes	Spartanburg
Elizabeth Davis	Orangeburg
Sylvester Williams, III	Greenwood
Elizabeth M. Dillbeck	McCormick
Westley D. McAllister	Mt. Carmel

ADMINISTRATIVE STAFF

John C. Shiflet, Jr	Superintendent/Treasurer
George H. Young, Jr	Director, Business and Support Services
Cherry H. Brown	Director, Residential and Treatment Services
John F. Clark	Principal, L. S. Brice School
Linda C. Kidd	Coordinator, Public Relations/Alumni/Development
Ray N. "Joe" Adams	Information Resource Consultant

John de la Howe School Board of Trustees, L-R: Superintendent John Shiflet, Louise Mitchum, Westley McAllister, F. E. "Ebie" Grier, Betsy Dillbeck, Hessie Morrah Graham, Elizabeth Davis, Tommy Stokes, Sylvester E. Williams, III and Irby Schultz

HISTORICAL STATEMENT

John de la Howe School is a group child care agency for school-age children and young people who need placement as a result of some individual, family or community circumstance. The School was founded in 1797 according to the Will of Dr. John de la Howe, a Frenchman, who settled in New Bordeaux with the French Huguenots in November 1764. Originally named the Lethe Agricultural Seminary, John de la Howe School was first established to care for and educate twelve poor boys and twelve poor girls whose parents had resided in Abbeville County for at least six years. Dr. de la Howe received his idea of a manual training school from the April 1787, issue of "The Columbia Magazine" published in London, England.

John de la Howe School is the oldest State institution in South Carolina and the second oldest in the Carolinas. Also recognized as the oldest manual training foundation in America, the School is located eight miles northwest of McCormick on State Highway 81. The de la Howe property comprises 1,216 acres on a peninsula formed by Little River and Long Cane Creek. The School is now in McCormick County, which was formed in 1916 from parts of Abbeville, Greenwood and Edgefield counties. Approximately one hundred and twenty acres of the forest surrounding the tomb of Dr. de la Howe were selected by the Society of American Foresters for the "Natural Areas" program. The National Park Service lists this tract as a "Registered Natural Landmark." In addition, the area is designated a "South Carolina Heritage Trust Site" and is recognized by the South Carolina Wildlife and Marine Resources Commission as an outstanding example of a virgin southern piedmont forest possessing exceptional value in illustrating the natural diversity of South Carolina. John de la Howe School is listed in the "National Register of Historic Places."

The Agricultural Society of South Carolina was originally designated to carry out the provisions of Dr. de la Howe's Will. After many problems were experienced over the years, the State of South Carolina assumed control in 1918. Children were then accepted for placement from all parts of the State. The School was first located at the homesite of Dr. de la Howe. The campus location was changed in the 1800's to near the vicinity of the present campus entrance and, in 1918, to the current site. In 1918 a large, stone building was constructed to house offices, the school, and sleeping quarters, as well as the kitchen and dining hall. This building, named "de la Howe Hall," was destroyed by fire in November 1937. The present administration building and nine cottages were constructed in 1938 and 1939. Since that time many modern facilities have been added, including three cottages, a chapel, a cafeteria, the school and activities building, and an infirmary.

Presently, children and young people are referred to John de la Howe School by public and private agencies and families, with over one hundred and fifty receiving residential services each year. To meet the needs of those in placement, we have designed a structured program supervised by caring, dedicated staff.

DEPARTMENT REPORTS

ADMINISTRATION

John C. Shiflet, Jr.
Superintendent/Treasurer

The John de la Howe School Board of Trustees is appointed by the Governor, with Senate confirmation. The Board assures the mission of the Agency meets the requirements set forth by the General Assembly. The Board of Trustees sets policies and determines program directions resulting in quality services offered to children and families throughout the State of South Carolina.

The Superintendent and Treasurer of John de la Howe School is elected by the Board of Trustees. He is responsible for selecting and supervising staff, ensuring compliance with Board and State policy, managing all school properties and facilities, and planning, implementing and supervising the various programs designed to meet the needs of the children and families referred to John de la Howe School.

During the 1991-92 fiscal year, there were no changes among the membership of the John de la Howe School Board of Trustees. This cadre of dedicated South Carolinians met faithfully during the year to guide the policies and programs of John de la Howe School. We are fortunate to serve with such a fine group of professionals.

No personnel changes occurred in the Administration Department this reporting period. Continuing to provide indispensable supportive services to the Superintendent is Melanie Seigler. Linda C. Kidd leads our Public Relations, Alumni and Development efforts. Ray N. "Joe" Adams coordinates all staff development and training and manages our agency computer network. Assisting both Mrs. Kidd and Mr. Adams is Lil Caudle. We will hear more from these areas later in this report.

From an administrative standpoint, this was once again a very difficult year; not only at John de la Howe School, but throughout State government. As you know, our State has not been exempt from the national economic downturn. As a result, John de la Howe School endured significant budget cutbacks. Although we've become more resourceful, program effectiveness could be impacted during the next fiscal year should the economic trends continue. Once again, I want to commend all of the Department heads for their outstanding leadership and management skills during trying times. Their respective reports follow.

On a more positive note, we are nearing completion of our renovation of the old Dairy Barn. Originally constructed in the late 1930's, the barn provided a source for all campus dairy products until 1979, when it was no longer practical to operate. Since that period, we have developed a program for putting the old barn to use. Through a cooperative effort with Clemson University, we plan to implement the **Enterprise Market Program (EMP)** next year. The EMP will enhance the therapeutic milieu of John de la Howe School through the introduction of small business development ideas and experiences to our students. The facility also commemorates the unique heritage and history of the region and the foresight of the founder of John de la Howe School. The emphasis of the program fosters a unique cooperation between state and community resources and dedicated helping professionals in serving South Carolina's at-risk youth.

We face many challenges as we look to the future; however, we realize our staff is our most valuable asset. As you read this document, you will find many instances of the staff's creative and caring attitudes while serving youngsters who can, at times, be very difficult. On behalf of the John de la Howe School Board of Trustees, and our staff, I would like to invite you as citizens of South Carolina to visit John de la Howe School. We think you will agree that your tax money is spent meaningfully and wisely.

Public Relations, Alumni and Development

Linda C. Kidd, Coordinator

Entering a five-year countdown to our 200th birthday makes us aware of our need to continue to explore and promote our heritage. As a result, our first Founder's Day observance was held on January 31. "The Journal of Dr. John de la Howe", a one-act play, was written especially for this occasion by Miss Anne C. Gibert, a former Board member and fifth generation descendant of Peter Gibert, Esq., our founder's good friend and Executor of his estate. The play cast John de la Howe School students and staff in a presentation that effectively recounted our origin and history.



The Cast: John de la Howe School staff and students.

Both the administration and Alumni Association of John de la Howe began thinking along these same lines during this year. The selection of a Bicentennial Committee of Trustees and other community and state residents in April made possible the development and implementation of an overall plan for our birthday celebration. The Alumni Association established a 200th Birthday Fund that, to date, has received approximately \$3,500.00 in response to their December calendar appeal.

The circulation of our quarterly newsletter grew by more than 10% during the reporting period. This additional publicity resulted in a 25% increase in monetary contributions as compared to the past fiscal year.

Our McCann Scholarship Fund, established in accordance with the Will of Amelie C. McCann, provided financial assistance to four Alumni attending institutions of higher education. All graduating residents of John de la Howe School are eligible for this important financial assistance. The total assistance disbursed from this account during this year was \$13,871.77.

The John de la Howe School Alumni Association experienced the organization of its first area chapter in February with the establishment of the E. F. Gettys Memorial Chapter in Charleston. A new Association membership brochure helps promote acquaintance and fellowship of prospective alumni and provides a brief outline of our history and activities. Four alumni served as guest panelists during our Staff Training Week in August.

The John de la Howe School story has travelled to the South Carolina counties of Greenwood, Greenville, Abbeville, and Berkeley this year; and we continue to have large numbers of visitors from all over the State on our campus. Civic organizations banquets, visits from child care professionals, former students and staff, and friends all provide opportunities to promote the programs of John de la Howe School. Special efforts were made to make our new neighbors at Savannah Lakes Village retirement community aware of opportunities to volunteer their time, talents, and gifts to our Enterprise Market Program.

Several annual special events were held again this year. National Children's Day was observed in October with a balloon lift by students, staff, families, and Trustees. A Law Enforcement Appreciation Luncheon and Program was held April 9, and on April 26, students and staff hosted a Volunteer Appreciation Reception in our cafeteria. Creative talents of both students and staff were displayed during our Star Search program on April 6.

As we close this portion of the Annual Report, staff and students are busily making preparations for our biennial Alumni Reunion to be held on campus July 11. Hundreds of former students and staff from all over the United States will join us at this time, and we will update them on the current events and programs at John de la Howe School.

Information Technology/Staff Development and Training

Joe Adams, Information Resource Consultant

This position is responsible for the management of the Agency's computer network and coordinating all staff development and training activities. Many other duties also qualify for my attention in support of the Superintendent and other Department Directors and staff. The past year was filled with many opportunities to experience the "de la Howe" magic and apply my background and experience in support of our important mission.

Our Agency local area network is the resource for word processing, data base, and financial management for all departments. Many State-directed programs are also supported: Osiris (Department of Education), BARS/STARS (Comptroller General),

Information Technology Plan (Division of Information Resource Management). A purchasing data base program was developed in-house to help manage and track purchase orders, vendors, and resources. USC Computer Services Division's estimate to provide the same capability was \$13,400.

Many actions were taken over the past year to provide a direction and purpose to our training activities. Our School was represented at many State training meetings and conferences sponsored by the Division of Human Resource Management (DHRM). This consortium is a valuable resource for information and "lessons learned" in developing and managing agency training programs. A training records data base was developed to help manage The Duke Endowment Consultation/Training Reimbursement program. Training funds' availability and historical reports enhance each Department's ability to identify training needs and plan events. Training goals and objectives were also developed by each Department to help screen the overwhelming number of flyers advertising professional conferences and meetings. This fiscal year marked the implementation of the Federal and State Commercial Driver's License (CDL) program. Appropriate staff were identified; and all training, examinations, and licensing were coordinated and completed. To facilitate training opportunities for new personnel and meet renewal requirements, three staff members were certified as instructors in American Red Cross First Aid and CPR. The procedures to obtain Life Guard Instructor certification are underway.

The highlight of training at John de la Howe School is our annual Staff Training Week, held prior to the start of the new school year. Designed to bring the entire staff together to focus on our overall mission, various activities take place to emphasize team building, improve morale, and increase professional knowledge. This year Clemson's Palmetto Leadership Task Force, a panel of former students, and a professor from the USC School of Medicine helped make the week a special event for all.

In serving as the John de la Howe School liaison for our memorandum of agreement with Clemson University, much effort was devoted to planning the implementation of the Enterprise Market Program. Research by Clemson graduate students funded by a U.S. Forest Service grant was facilitated through the use of the "Natural Area" surrounding the tomb. As our Clemson counterparts are now part of the Strom Thurmond Institute, we eagerly anticipate future opportunities and projects designed to serve our clients.

RESIDENTIAL AND TREATMENT SERVICES

Cherry Houston Brown, Director

Residential and Treatment Services provides a treatment-oriented program of group living for school age children from South Carolina. A variety of emotional, educational, and behavioral issues provide opportunities for the John de la Howe School staff to positively influence the lives of South Carolina's troubled youth. With a capacity of 120 school age children, our campus program offers a structured and therapeutic environment where students develop acceptable methods to handle troubling issues. Children receive support from Unit Coordinators and Youth Counselors, health care from our Registered Nurse, and spiritual guidance through on-campus Chapel programs conducted by our Chaplain. The Activities Therapy program combines work and recreational activities to offer our youth additional opportunities to improve many skills. Our therapeutic wilderness program is a more intense group living environment where

20 adolescent males work on individual goals and family reunification. The positive peer group process is a key element in all programs for developing social skills and achieving behavior modification.

In continuing to provide guidance, structure, and supervision to over 200 youth, we have experienced another year of increased referrals and completed applications. These increasing numbers combined with declining budgets require all State agencies involved with South Carolina youth to coordinate services more effectively. An analysis of these trends indicates an increasing need for residential care. This need has always encouraged a sound plan for providing adequate staff development. In doing so, we are looking at the department's basic training requirements as well as the specialty training needed due to the variety of problems presented by our young people. We are also constantly challenging our overall philosophy and objectives by considering new programs tailored to meet the needs of today's youth (e.g., independent living, the Enterprise Market Program, work study, a family counseling center, etc.).

Campus Program

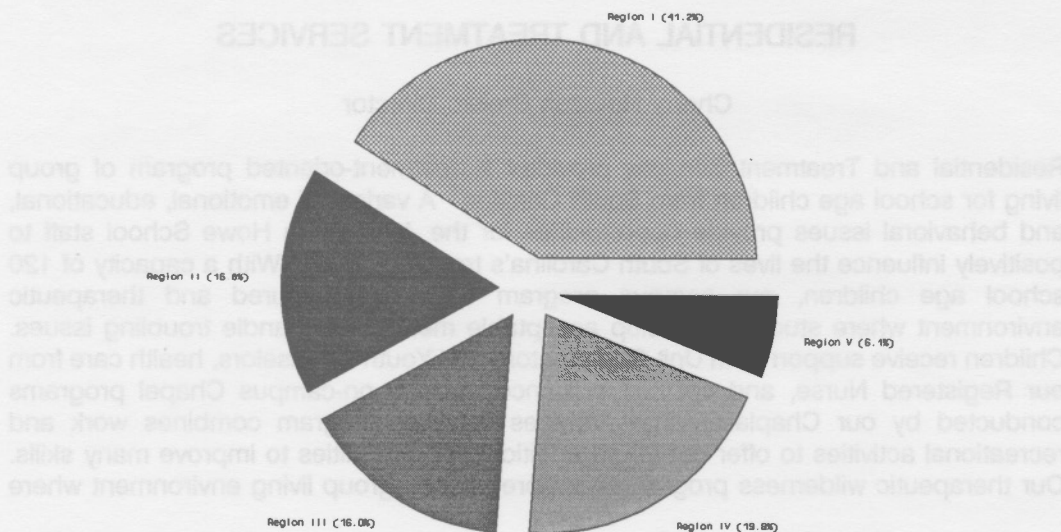
Lynette M. Smith, Assistant Director

The following referral and admission statistics summarize the student population changes during the reporting period. These figures are submitted to The Duke Endowment in support of child care throughout both Carolinas:

Admissions Statistics, 1991-92

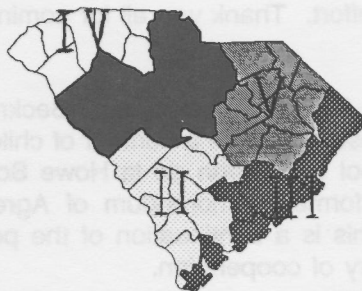
Referrals Received	1122
Applications Received	415
Total Admitted	131
Under Care July 1, 1991	75
Total Served	206
Discharged	101
Under Care June 30, 1992	105

1991-92 Population Distribution (Continuum of Care Regions)



Continuum of Care Region Breakout
(By County)

Region I (41.2%)	Region II (16.8%)	Region III (16.0%)	Region IV (19.8%)	Region V (6.1%)
Abbeville	Aiken	Beaufort	Anderson	Chesterfield
Chester	Allendale	Berkley	Cherokee	Clarendon
Edgefield	Bamberg	Charleston	Greenville	Darlington
Fairfield	Barnwell	Dorchester	Oconee	Dillon
Greenwood	Calhoun	Georgetown	Pickens	Florence
Kershaw	Colleton	Horry	Spartanburg	Lee
Lancaster	Hampton			Marion
Laurens	Jasper			Marlboro
Lexington	Orangeburg			Sumter
McCormick				Williamsburg
Newberry				
Richland				
Saluda				
York				



All but 13 South Carolina counties are currently represented in our student population. Past history has shown that, through the years, we do serve each county.

As previously mentioned, numerous staff development activities have taken place. All supervisory staff completed the updated "Therapeutic Crisis Intervention" and "Connecting: Essential Elements of Residential Child Care Practices" training courses. Three staff members presented a workshop at the annual meeting of the South Carolina Association of Children's Homes and Family Services. In addition to classroom activities, many staff visited other child care facilities in and around the states of South Carolina (Carolina Children's Home, Epworth Children's Home, Thornwell Home and School for Children, Wil Lou Gray Opportunity School) and North Carolina (American Children's Home in Lexington, and Cameron Wilderness Camp in Cameron). These trips allowed us to share ideas and become aware of other facilities that may benefit both our clientele and other youth.

The number of students participating in summer camps increased this year. Many also participated in Broyhill Leadership, Teen Leadership Connection, Teen Institute, Better K.I.D.S., and Camp Sertoma.

During the 1991-92 school year we recognized more students than we ever have for achieving the higher levels of the personal/responsibility system. This reflects positively on the stability of the whole student population. The following paper was presented by a student who initially spent time thinking of all the wrong things to do. He has since become a very positive role model. He shared this paper to our Board of Trustees, visitors, staff, and students on National Children's Day:

Hello, Welcome to John de la Howe School's celebration of National Children's Day. National Children's Day is a day we take to remind the children that they are special, too. It's a day to help remind us that the children are our future, and we should mold them into

enterprising young adults to ensure a good future. Still being young myself, I am thankful for the people who have shown me the way and motivated me to do the best I can. In a way, I believe John de la Howe School is a year-round celebration of this in itself. By helping us and providing a good environment for us to live and learn in, they are doing a lot to ensure a prosperous future. If not for their hard work and determination, many of us would still be in the wrong environment which may hinder us from getting all we can from life and prevent us from enjoying all life has to offer. If you get a chance before the day is over, take the time to tell a child that you care about them and that they are important, too. The happiness and thanks you will receive will be well worth your time and effort. Thank you all for coming today, and enjoy the presentation.

Through the years John de la Howe School and Beckman Mental Health Center (Greenwood) have worked closely to serve a number of children needing mental health assistance. During this school year, John de la Howe School and Beckman Mental Health Center developed a formal Memorandum of Agreement regarding services rendered to our students. This is a continuation of the positive working relationship established through our history of cooperation.

E.F. Gettys Infirmary

Mary Stackhouse, R.N.

This year brought continued growth for the infirmary staff and their efforts toward improving the health, welfare, and safety of our students.

In order to address the special medical problems and needs of perspective students, the nurse participates in exploratory visits and communicates with physicians and health agencies all over the state. Also, once students are placed, this communication continues, as needed, with family physicians, health care agencies, and between all family members.

To help educate and enlighten our students on health related issues that are facing them in every day life, the nurse presented workshops to students on such topics as HIV and AIDS, self-esteem, skin care, and basic personal hygiene. Once again this year a local gynecologist spoke to our teenage girls about their personal health and the infirmary staff often shares health related educational materials with students and staff.

To prepare our staff for medical emergencies, several CPR and first aid classes were offered during the year certifying Residential and Treatment Services' staff, activity therapists, teachers, and support personnel. We continue to educate staff on the importance of practicing universal precautions when situations so dictate.

We strive to serve the community by getting involved in local health related projects and activities. The nurse participated in a teen program called TOSS (Teen Organized Success System) sponsored by the Clemson Extension Service. She helped record a video tape on teen pregnancy and presented a workshop on the same subject to local teens at McCormick High School. The nurse also presented a workshop on self-esteem to a group of local children participating in a program sponsored by the Literacy

Association. We continue to work closely with PATCH (Planned Approach to Community Health), a community group organized to promote good health in McCormick County, whose programs this year included smoking cessation and walking to promote good health both of which John de la Howe School staff members participated. As always, we encouraged our staff to contribute to the Annual Good Health Appeal campaign, a program where State employees can contribute to various charities of their choice.

It is important to us that our staff remain as healthy as possible. Through the efforts of our Carolina Health Styles Committee, we sponsored various programs and activities to provide information promoting healthier living through proper exercise, diet, and stress reduction techniques.

Realizing that the health field is constantly changing with new ideas and discoveries, the infirmary staff attend workshops and seminars to help them deal more effectively with the students in our care. Some of the workshop topics included alcohol and drug abuse prevention, childhood allergies and asthma, "Connecting", "Therapeutic Crisis Intervention", and other workshops on HIV-AIDS education including a special workshop on OSHA guidelines related to child care agencies. The nurse is presently involved with an AIDS Task Force that addresses the special needs of high risk youth in residential settings.

McKissick Memorial Chapel

Doug Kauffmann, Chaplain

In past years the duties of the Chaplain consisted of addressing the spiritual needs of the students and staff as well as the social work responsibilities of a Unit Coordinator in two cottages. Beginning in January, 1992, with the hiring of a full-time Chaplain, the social work dimension of the position was eliminated. This change was made to allow the Chaplain to more effectively focus attention on the spiritual and personal needs of students and staff. The Chaplain now has more opportunities to work as a team member with Unit Coordinators, Youth Counselors, teachers, and other staff in meeting the needs of all our students and their families.

The therapeutic activities of worship and Bible study remain the focal point of meeting the spiritual needs of our students and staff. A worship service is held in the dining hall of the Wilderness Program each Sunday morning at 8:30 a.m. A Chapel service is conducted for the campus community in the McKissick Memorial Chapel at 11:30 a.m. each Sunday morning. During the school year volunteers from Erskine College teach Sunday School for the students on campus. Weekly Bible studies and devotions are held for our counselors and teachers to encourage them in their continued ministry to our students.

One of the joys of the Chapel ministry for our students is the love shown them by dedicated volunteers. This year we renewed a cooperative relationship with the Student Christian Association at Erskine College in Due West, South Carolina, to provide a Sunday School program for our students who wish to attend. This past Spring fourteen (14) Erskine College students came regularly to teach Sunday School and to worship with our students. Approximately 70 John de la Howe School students participated during the course of the semester. In addition, we have been fortunate in the past few years to have Ed Rich work as an active and deeply committed servant to our students.

Ed lives in Lexington, South Carolina, and travels each Sunday to our campus to spend the day. He plays the piano for our worship services and leads our Youth Chapel Choir.

During the Spring the Chapel ministry experienced several highlights in our programs: In February the Chaplain began a counseling ministry with our students. Approximately fifteen (15) students participated in weekly counseling sessions and many others received periodic or crisis counseling. When offered as part of a coordinated team approach with supervisors and other staff, regular counseling meetings are an effective way for students to communicate their feelings, understand the challenges ahead of them, and begin to make more positive decisions in their lives. In March youth from McCormick First Baptist Church presented the musical drama "The Big Picture" in our Chapel on a Sunday evening. Our Chapel choir enjoyed fellowship with these young folks after the service and decided to repay their performance. Fifteen (15) students from our Chapel choir provided an outstanding musical presentation for the youth and adults of McCormick First Baptist Church in May. In April the Chaplain served as Chairperson of the McCormick County-Wide Revival Services.

The duties of the Chaplain have also included serving on several committees aimed at evaluating the therapeutic program of John de la Howe School. One such committee composed of members from our Residential and Treatment Services Department and our Education Department formulated short and long-range goals directed toward coordinating and enhancing the care that we offer each student.

During the Fall of 1991, John de la Howe School was fortunate to have the services of Reverend Jack Masquelier. Reverend Jack Masquelier conducted worship services on Sundays for both the wilderness and campus students during the interim period when we did not have a full-time Chaplain.

The entire John de la Howe School community was deeply saddened in July of 1992 when one of the students in our care was killed in a car accident during a home visit in Irmo, South Carolina. This student's friendly and caring personality was deeply loved by other students and staff. He will be sincerely missed. An excerpt from an essay written by him for a Chapel service in February expresses his feelings about the importance of the love and friendship we try to provide at John de la Howe School:

"Schools and institutions such as ours are very important, because you become close to your cottage brothers, sisters, and peers....I would just like to remind each and every one of you how important friendship and love really is. And it doesn't matter who you are or what your background is, you are special and you should never forget that."

Activities Therapy Program

Don Ross, Coordinator

Rafting down a white water river, planting spring bulbs, riding a horse for the first time, decorating for the school prom, harvesting catfish, camping, showing calves--these are just a few of the many activities that the students at John de la Howe School experienced this year. The wide variety of activities provides the students with personal challenges and learning opportunities in a therapeutic setting geared to promote the

well-being of the child. Each activity is followed by a discussion or "processing" of the child's behavior and is related to their progress in reuniting with their family and becoming a successful member of society. Student leaders are developed and important values are taught, preparing our students for the demands and expectations of modern society.

The addition of three new elements to our Ropes Course continues a growth in size and importance. Through the kind contribution of an Abbeville, South Carolina, Sunday School Class, we now have T-shirts to award to participants who complete the Ropes Course. The award of a T-shirt means the students have learned to handle, as a group, increasingly more difficult elements culminating in several high elements 30 to 60 feet above the ground. The students quickly learn that cooperation and sharing and not selfishness or arguing are the keys to success on the Ropes Course. McCormick High School in McCormick, South Carolina, recognized the benefits of Ropes Course participation and have cooperated with our staff in training and use of the de la Howe Ropes Course for their students.

Traditional sports continue to be important at John de la Howe School. We competed with local junior high schools and other children's homes in boys and girls basketball. Several of our older students competed on the McCormick High School team in track, volleyball, football, and baseball. The intramural sports held on campus included volleyball, soccer, softball, and basketball. This year also marked the refurbishment of our gym floor and bleachers.

Every year, the students with the most progress in our program, as shown by their behavior and school grades, are rewarded with a trip to a major amusement park. This year, the students enjoyed Six Flags Over Georgia in Atlanta, Georgia.

Much of our staff training this year has centered on using our in-house resources. All Activity Therapists were involved in "Crisis Intervention" and "Connecting" training sessions. These intensive courses form the foundation for child care and working with families. Staff in need of renewing their certificates received American Red Cross CPR training. Off-campus training events included: Alcohol and Drug Abuse Prevention, Greenhouse Management, Recreation, Horticulture Therapy, and Residential Child Care.

John de la Howe is known as the oldest manual training school in America. Our student work activities continue that tradition. Job skills such as punctuality, cooperation, following instructions, and pride in workmanship will be carried with the student regardless of their career choice. Student jobs vary from greenhouse, nursery, orchard, grounds maintenance, and animal husbandry to library assistant, custodial assistant, and cafeteria worker. The student jobs are vital to the operation of John de la Howe School. Below are just a few highlights of student accomplishments.

Further landscaping of the de la Howe campus was accomplished this year. All the shrubs and trees used were grown in our own greenhouse and nursery. Student work groups installed approximately \$4,000.00 worth of landscaping around the de la Howe cafeteria and approximately \$1,000.00 worth at Savannah Cottage. Ninety trees from the de la Howe nursery were our part of a matching Small Business Administration Grant with a total value of \$3,466.00. These trees were planted throughout the campus. The voluntary Horticulture Club, along with the greenhouse work group, produced annual plants and house plants for de la Howe use and for sale to staff, parents, and the public at special events like McCormick's "Savannah Heritage Festival" and "Gold

Rush Days Festival." Greenhouse production makes it possible for students to rapidly see the results of their hard work. The field nursery is in the process of being converted to a large container nursery made possible by the installation of a trickle irrigation system. Eighty Bradford Pear trees were planted in 15 gallon containers. In the container nursery, 1,000 Shore Junipers were planted through joint effort by four work groups.

This year, student work groups harvested 4,000 catfish, which were served in our cafeteria. An additional dock was added at the new catfish pond and two fish cages have been stocked with a total of 8,000 catfish fingerlings.

Blueberries and thornless blackberries have been added in our orchard. The same student work group also installed a trickle irrigation system for the orchard and for newly planted Leland Cypress Christmas trees. We should harvest a small crop of apples from our three year old trees this fall. The student installed trickle irrigation system became fully operational this year for our vegetable garden. This should boost our production and the quality of our harvest. Materials for the irrigation system were donated through the generosity of Jim Self of Greenwood, South Carolina.

Our Agriculture teacher, Nancy Sanford, works with the Activity Therapists after school hours and in the summer. This year, her group showed calves at regional fairs with several students receiving awards in the competitions. Nancy was also awarded the "Staff of the Year" Award, as voted by the de la Howe students and staff.



Don Ross (r) presents Ralph Moore with a retirement gift.

Ralph Moore retired as our farm manager after 26 years of service to de la Howe. He is well liked and respected by the students who worked with him at the dairy before it closed and with the beef cattle and vegetable garden more recently. His gentle manner and caring for the students will be missed. Ralph is pursuing an active retirement in Seneca, South Carolina.

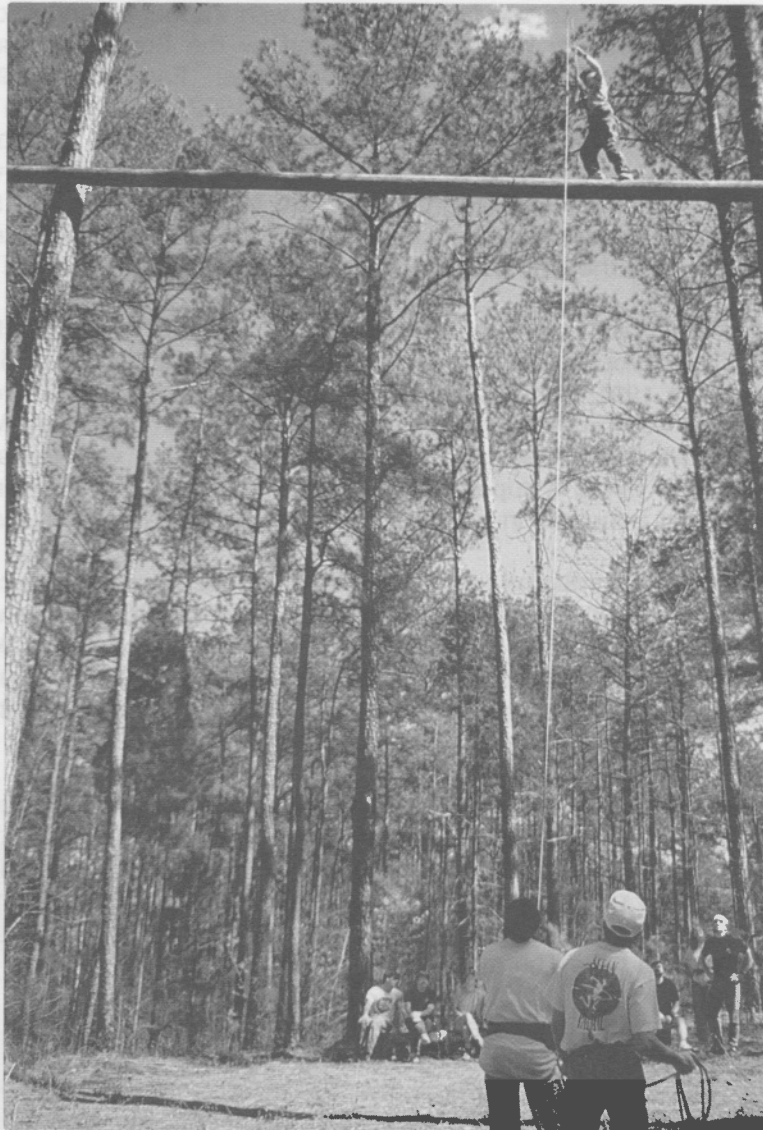
Wilderness Program

Thomas R. Love, Assistant Director

This has been yet another year of growth for the Wilderness Program. Although funding for the third and fourth groups has yet to be appropriated, the program has continued to refine and add services for the two groups of campers (Cherokee and Creek) presently in placement.

To enable staff to meet the increasingly complex needs of our campers, numerous training modules were developed this year. The topics covered in these modules range from Basic First Aid and camping skills to group counseling and construction techniques. To ensure proper care for the campers in placement during medical emergencies all Wilderness Program staff, including the secretary and cooks, were trained and certified in American Red Cross Basic First Aid and CPR. All counseling staff, supervisory staff, teachers, and the secretary were also trained and certified in a 32-hour course developed by Cornell University entitled "Therapeutic Crisis Intervention."

In November, 1991, an Adventure Based Counseling (ABC) Program was initiated for the campers Sandy McManus, Teacher's Assistant, developed and is leading this program. Mrs. McManus, joined



Wilderness campers attempt high elements of the Ropes Course.

the Wilderness Program staff in October of 1991 and brought two years experience as a ropes course facilitator to the Program. The ABC program utilizes initiative games as well as the low and high elements of the ropes course. Initiatives and challenges are developed to re-enforce what the campers are learning in camp and are centered around the individual group's needs. To further Mrs. McManus' skills as a facilitator, she attended a five-day workshop in June, 1992, presented by Project Adventure entitled "Advanced Skills and Standards."

In the past, services and support for the families of the campers in placement has been limited to individual family counseling sessions within their home community and as needed conferences here at the Wilderness Program. Through these conferences, the need for additional support for these families was identified. Families felt that they lacked an understanding peer group in which to share their concerns and celebrations regarding their sons. To meet this need, Tina Gilbert, Groupwork Supervisor for the Cherokee and Creek groups, developed a proposal to form Wilderness Program parent support groups. To provide Ms. Gilbert with the necessary resources and skills, she attended a two-day workshop presented by the South Carolina Counsel on Family Relations entitled: "Building Family Strengths: Facilitator Certification." The parent support group program began in January, 1992, on the return day of the camper's homevisit. There have been four parent support group sessions thus far, and our evaluations and the parents' feedback indicate the results are very beneficial. As a result of the parent support group program, Ms. Gilbert was 1 of 15 South Carolina child care workers selected to participate in the "Foster Care Reunification Program" developed by the University of South Carolina, College of Social Work.

With Ms. Gilbert assuming the position of Groupwork Supervisor for both the Cherokee and Creek groups this past fiscal year, a Senior Counselor position was created. As of August, 1991, Rod Simpson, one of the original core staff hired for the Wilderness Program, was promoted to this position. As Senior Counselor, Mr. Simpson functions as Ms. Gilbert's assistant. This has proven to be a very valuable position, and Mr. Simpson is doing a superb job. These and other program refinements have proven to be most beneficial in meeting the needs of the campers in placement.

The Cherokee group had a very busy and productive year. The campers designed and constructed four new structures as well as a raised altar fire in which to prepare their weekend meals. They also completed many smaller projects like bird feeders and a totem pole to improve the aesthetic appearance of their campsite. In addition, the group planned and completed numerous off-campus trips and, with the arrival of warmer weather, enjoy swimming in Lake Thurmond.

As with the Cherokee group, the Creek group had an extremely busy year. They completed their new campsite consisting of three camper sleeping structures, two Chief (staff) structures, a cook structure, a dining structure, a wood/tool shed, and a personal hygiene structure. The group is now focusing on beautification and maintenance. They also planned and completed many off campus trips. The Creek group has also enjoyed swimming in Lake Thurmond.

Of the numerous graduates of the Wilderness Program this past year, one in particular from the Creek group is really standing out in his community. Upon returning home from the Wilderness Program he volunteered as a Juvenile Counselor with the Department of Youth Services to help other teenagers involved with the legal system.



Members of Cherokee Group in camp.



Members of the Creek Group prepare lunch.

The following is an excerpt from a letter this camper's mother wrote to Senators Nell Smith and Strom Thurmond regarding her son and the Wilderness Program:

Dear Senators:....I am writing in reference to the John de la Howe School in McCormick, SC, specifically the Wilderness Program. My son is a recent graduate from the Wilderness Program and I can not begin to tell you the difference that program has made in our child....I know if (my son) had been sent to a juvenile center he would have come out a bitter and more troubled young man than when he went in. The Wilderness Program takes children who are at very critical crossroads in their lives and teaches them how to cope with the frustrations and temptations of living in a very complex world, how to accept restrictions placed upon them, how to feel good about themselves and look for the good in others. My son is now a young man who is looking forward to getting a high school and college education, and is volunteering as a juvenile counselor to help other teenagers involved with the DYS. I believe this program has saved my son's life.

EDUCATION

John F. Clark, Principal
James W. Wall, Guidance Counselor
Mary W. Storey, Administrative Support Specialist

The L. S. Brice School, located on the campus of John de la Howe School, consists of a faculty and staff of twenty-seven (27) employees. This includes the Principal, a Guidance Counselor, a Media Specialist, eighteen (18) certified teachers, one (1) Administrative Support Specialist, four (4) Teacher Assistants, and a Custodian. During the 1991-1992 school year, the school had an average daily attendance of ninety-nine students (99) in grades 1-10. Five (5) students in grades 11-12 attended McCormick High School.

The table below indicates the percentage of students meeting the standard on the BSAP/Exit Exam (Spring 1992).

<u>Grade</u>	<u># Tested</u>	<u>Reading</u>	<u>Math</u>	<u>Writing</u>
1	0			
2	2	50.0	50.0	N/A
3	3	33.3	33.3	N/A
6	8	62.5	12.5	37.5
8	25	64.1	44.0	84.0
10	7	85.7	71.4	85.7

The table below indicates the percentage of students who met the EIA standard on the Stanford 8 (Spring 1992):

<u>Grade</u>	<u># Tested</u>	<u>Reading</u>	<u>Math</u>
4	4	75.0	25.0
5	3	66.6	33.3
7	24	71.0	50.0
9	21	81.0	76.0

We were very proud of several of our students for their performance on the Stanford 8. We had four (4) students in grade 7 who scored at or above the 75th national percentile in reading with one scoring at the 85th percentile. Seven (7) students in grade 9 scored at or above the 75th national percentile in reading with two scoring at the 89th percentile. One student in grade 9 scored at the 82nd percentile in math.

We were also extremely proud of our English and Math Departments for their performance on the Exit Exam. The figures above represent a 22.1 point improvement in the percentage of students meeting the standard in Reading and a 16.9 point improvement in Math over the 1991 test results.

Being a residential and treatment facility where our major objective is to successfully graduate students from our program and to return them to their families, schools, and communities, we feel that it is of the utmost importance that these students receive the same type academic instruction that they received while attending their home school. Therefore, we chose to be involved in the Statewide testing program to ensure that proper class placement for our students will occur during their stay at de la Howe and when they return to their home schools. The majority of the students who attend John de la Howe School are at-risk of not graduating from school. One of the major risk factors that we see in our students is that most perform about two (2) years below grade level. Our test scores are not high but we feel that we offer all of our students an opportunity to remain in school as well as the opportunity to find success in an educational setting.

During the 1990-1991 school year, the L. S. Brice School implemented a new curriculum. For the past several years, we had not offered classes in the vocational area. During this school year, all seventh and eighth grade students were exposed to career opportunities through a career education class offered through our vocational department. We also offered pre-vocational classes to our ninth- and tenth-grade students in which they were exposed to a variety of vocational and agricultural experiences through work experience on the campus as well as through classwork. Through funds received through the Office of Occupational Education of the State Department of Education, equipment and material were purchased to enhance and expand the existing vocational program for the upcoming year. The equipment will be used to help produce goods for the Enterprise Market Program.

Throughout the school year students were involved in a variety of outside or extracurricular activities. These activities include boys' and girls' basketball and softball, soccer, field trips, student government, yearbook staff, art and writing contests, and dances in an effort to give the students a well-rounded education.

The students were recognized for their outstanding performances in academics and citizenship throughout the year with positive reinforcers such as honor roll and special parties or trips. The students also received special recognition for their achievements and accomplishments in individual classes during the school's Honors Day Program.

In an effort to emphasize academic excellence, the students in each grade with the three highest academic averages were awarded medals during our Honors Night Program for their accomplishments.

BUSINESS AND SUPPORT SERVICES

George H. Young, Jr., Director

The department consists of four divisions. Each has a coordinator that reports to the director. The divisions are: Accounting, Personnel, Purchasing and Support Services. Support Services consists of buildings and grounds, timberland management, motor vehicle management, laundry/supply, and dietary.

This reporting period offered many challenges as we tried to provide basic needs during a time of uncertain economic growth and diminishing resources. The budget reduction made the job of providing quality child care difficult. Each component of this division did an outstanding job using the resources available. A brief financial statement of our operating account follows this report.

Accounting Division

Veronica H. Lagroon, Accountant

With over 100 employees and a 3.7 million dollar budget, this Agency is considered a small/medium State agency. This division consists of the accountant and two accounting clerks, Pat Searles and Shanna Hall. We are responsible for all the fiscal needs of the agency, including all accounting and bookkeeping functions. We work with the Comptroller General's Office, State Treasurer's Office, and State Auditor's Office to ensure proper financial guidelines are followed, as well as implementing the rules and policies of the State Insurance Program, State Personnel Program, State Retirement Program and other employee benefit programs.

Revenue to the agency is received from many sources, including State appropriations, federal funds (ESE, LSCA, and USDA), and restricted funds (EIA), trust accounts, and The Duke Endowment. Additionally, children in placement received funds from the allowance program, Social Security, Veteran's Administration, families, individuals and charitable contributors. Each source must be accounted for separately. Use of the BARS accounting system (a system written by the State Comptroller General's Office and maintained by USC Computer Services), which ties into the STARS system of the Comptroller General's Office through our computer system, has greatly increased our accounting efficiency. The agency books are audited each year by representatives of the State Auditor's Office.

As referred to above, John de la Howe School receives Federal, Restricted, and Earmarked funds. These funds play a significant role in providing additional, and much needed, services to the children in placement at John de la Howe School.

During this fiscal year, Federal funds were received by the agency through Chapter I and Chapter II of the Education Consolidation Improvement Act (ECIA); the US Department of Agriculture (USDA) and the SC State Library (LSCA). The Chapter I and

Chapter II budget totaled \$60,000. These funds provided compensatory educational programs to our most disadvantaged students in grades four through ten in the form of remedial reading and remedial math. Project funds paid 75% of the salaries of one remedial reading teacher, one remedial math teacher and supplies for students. The ECIA programs have been a valuable part of the total program. Through the use of these funds, our most disadvantaged students have not only overcome many academic handicaps in reading and math, but have shown great improvements in social adjustment and self-concept.

In order to meet food expenses this year, we received \$82,480 in funds from the US Department of Agriculture. These funds are provided based on a monthly report compiled from data supplied by counselors, dietitians, and teachers.

A grant from the SC State Library, under the Book Collection Improvement, totaled \$2,000. This grant was used for the improvement of library services to the students of John de la Howe School by providing additional books and library resources.

In order to meet teachers' salaries, we receive Educational Improvement Act funds. This year we received funds totaling \$225,306,. This is the largest amount we have received thus far from EIA funds.

We are very grateful for our various contributors, such as, The Duke Endowment, individuals, charities, and trust accounts whose funds provide clothing and activities for students who have limited financial support.

Personnel Division

Mary H. Cartledge, Personnel Specialist

The personnel division handles all personnel matters in the implementation of State policies, regulations and benefits. This division works closely with all departments in payroll, benefits interpretation, worker's compensation, employee leave time and job classification. The personnel division takes on added significance as the agency grows and expands. Nationwide staff recruitment for certain positions is handled through this division. Janice Lyons, Administrative Support Specialist, ably assists with this division.

Purchasing Division

Dorothy B. Winn, Purchasing Agent

As John de la Howe School's programs, budget and needs for goods and services have expanded, the need for a full-time purchasing division became apparent. Mrs. Winn, who has assumed these responsibilities, received additional training from the State Procurement Division regarding State purchasing laws and regulations, completed courses offered by National Institute of Governmental Purchasing in preparation for national certification as a purchasing agent. The agency is a member of the SC Association of Governmental Purchasing Officials which offers seminars quarterly. The agency is also a member of NIGP which offers training and various help in purchasing. This position requires keeping up with purchasing laws that are constantly changing. Because of our rural location and the unique nature of our program, purchases involving

a variety of goods and services is required. A purchasing policies and procedures manual was developed and distributed to all supervisors to help outline the purchasing process and encourage appropriate activities.

Support Services Division

Bill C. Stirling, Coordinator

The Support Services Department exists to assist in fulfilling the overall agency mission of providing services to those children in the State of South Carolina who are in need of special help by providing physical plant services and activities which enable the day to day functions of the agency to continue. This division responded to the needs of the physical plant by composing our program into four different areas: Food services, laundry and supply, buildings and grounds maintenance, and vehicle maintenance, as well as providing the extra dimension of service promulgated by associations outside the agency in areas of health and environmental quality concerns. The services include compliance with all State and Federal regulations, asbestos hazards, underground storage tanks, PCB remediation, solid waste management, air quality codes, sanitary regulations, vehicle management and certification, local fire departments, local utilities, the Forestry Commission, as well as monitoring controls and safety guidelines established by insurance and State fire marshal recommendations. The Support Services Division is aware of the efforts and works in close cooperation with the Administration, the Residential and Treatment Services Department, the Education Department, the Activity Therapists, and Wilderness Program to enhance and support the total child care program of the agency. Support Services personnel dedicate themselves not only to maintaining and protecting the level of daily operations but also to improve upon the logistics and future investments of the physical plant assets and growth.

The Coordinator for the Support Services Division supervises and coordinates the physical plant activities of the maintenance department, the cafeteria, (supervised by Mary Eddie Lindley), the motor vehicle operations area, (supervised by Ronnie Morton) and the laundry/supply area, (supervised by Ann Morrah); writes specifications for maintenance/construction needs; and schedules maintenance staff hours.

Our rural location requires a variety of services. Primary responsibilities of this area consist of maintenance of all campus buildings, water lines, the electrical system, furnaces, heat pumps and all other HVAC equipment, security systems and campus fire protection equipment including a fire truck and fire alarm systems. Additionally, after successfully connecting to the McCormick County sewer treatment system, maintenance of the campus sewer lines became a responsibility.

Under the supervision of Mr. Stirling, our physical facilities are impeccably maintained by Harold McConnell, Gary Gable, Amos Hardy, Wayne Goff and E. L. "Pete" Young. The physical plant of John de la Howe School consists of over fifty buildings and is situated on 1,216 acres of land.

The agency operates a central cafeteria on campus which provides two meals each week day, as well as Saturday and Sunday dinner, twelve months a year, to all children. The cafeteria serves as a worksite for several students from the Activities Therapy Program. All cottages are self-contained with staff and children preparing and eating

all breakfasts, as well as Saturday and Sunday suppers. Young people in our care learn to cook and serve meals, to care for and clean equipment, as well as ordering food and planning menus. The cafeteria prepares meals for special occasions, including banquets, picnics, parties, etc., which enhances the students' experience in preparation of food and facilities for various social situations.

The dietitian, assisted by Harriett Lomax, Gertrude Murray, Gail Middleton, Hattie Calhoun and the children assigned to this area, supervises the food preparation, cooking, and serving. Cafeteria staff and children work long hours getting fruits and vegetables from the campus garden canned, frozen or preserved to be enjoyed during the winter months. Additionally, the cafeteria staff is responsible for preparing food orders for distribution to the cottages and wilderness program for meal preparation. The dietitian is also responsible for ordering all food purchases for dietary services for both programs.

John de la Howe School participates in the U.S. Department of Agriculture's National School Lunch and Breakfast Program. A monthly reimbursement for meals served in our food service program is received from the USDA. By participating in these programs through the USDA, the dietary staff is required to receive training in food services. Various records and reports also must be maintained. This adds an important, additional dimension to the training the children receive in that they are taught the necessity of providing balanced, nutritional meals.

The motor vehicle fleet of the agency has also expanded with the growth and expansion of the program. Four Activity Therapy Program trucks, three cars, two vans, and four support services trucks, along with various farm equipment, compose this fleet. Due to this expansion, a motor vehicle management facility was established. This facility houses the farm equipment and serves as a motor vehicle maintenance shop. With assistance and guidance from the State Division of Motor Vehicle Management (DMVM), this facility was established within the appropriate procedures and guidelines set out by the State and must meet yearly reviews conducted by DMVM.

The laundry area serves both the campus and wilderness programs. Services include laundering students' clothes, bed linens, bedspreads and blankets, tablecloths, napkins, etc.

The supply area serves the campus by issuing all supplies, such as cleaning supplies, as requisitioned by cottages, the cafeteria, infirmary, and wilderness. Additionally students, through their youth counselors, may request clothing and personal hygiene items through the supply room. Inventory records of all items are kept by the supply room supervisor.

The laundry and supply area, supervised by Ann Morrah, receives additional assistance through a part-time position held by Charlie Cade. Students, through the Activities Therapy Program, are assigned to the laundry as well as the supply area. Work assignments through the supply area provide students knowledge and experience of proper cleaning and upkeep methods.

John de la Howe School

Financial Statement

1991-92

I.	Administration	Personal Services	\$ 134,826
		Other Operating Expenses	4,547
II.	Education	Personal Services	753,609
		Other Operating Expenses	74,755
III.	Children's Services	Personal Services	1,061,162
		Other Operating Expenses	117,561
IV.	Business and Support Services	Personal Services	417,224
		Other Operating Expenses	508,382
V.	State Employer Contributions	Personal Services	<u>634,346</u>
TOTAL EXPENDITURES			\$3,706,412

Total Number of Documents Printed	<u>255</u>
Cost Per Unit	<u>\$ 1.71</u>
Printing Cost - S.C. State Budget & Control Board (up to 255 copies)	<u>\$ 317.18</u>
Printing Cost - Individual Agency (requesting over 255 copies and/or halftones)	<u>\$ 120.00</u>
Total Printing Cost	<u>\$ 437.18</u>

